

HERKIMER BOCES

PRACTICAL NURSING

STUDENT HANDBOOK



Located at:
420 E. German St.
Herkimer, NY 13350

Mailing Address:
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Herkimer, NY 13350

315-895-2210

ADULT EDUCATION

Licensed Practical Nursing Handbook



352 GROS BOULEVARD
HERKIMER, NY 13350
315-895-2210 FAX 315-895-2215

Student Printed Name

The contents of this digital and/or printed handbook are intended to familiarize students with all aspects of our Licensed Practical Nursing Program (LPN Program). The handbook is updated annually, with a digital copy accessible online at <https://www.herkimer-boces.org/page/adult-practical-nursing> website and/or a printed copy available upon request from the nursing coordinator.

I have read Herkimer BOCES Practical Nursing Student Handbook and agree to abide by the policies and regulations of Herkimer BOCES Practical Nursing Program

Signature:	Date:
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I hereby authorize the release of any educational information and/or information regarding my school performance and attendance.

Signature:	Date:
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I hereby authorize release of my physical and immunization records to clinical facilities participating in the Practical Nurse Program.

Signature:	Date:
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I hereby authorize Herkimer BOCES to submit needed personal information for a basic background check through ASI for history of any abuse findings.

Signature:	Date:
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I hereby authorize the use of my name and/or photograph for any published news release, website pages, school social media, and authorized video-taping of my image, while attending school or participating in school sponsored functions.

Signature:	Date:
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INTRODUCTION

Welcome

Welcome to the Herkimer BOCES Practical Nursing Program. We are proud of our school, our students and our graduates. We hope you will develop the same sense of pride.

To maintain the highest standards of our school and to assist you in the successful completion of our program, we have prepared this handbook.

Please review the contents and keep it with you as an online reference throughout your school days.

Herkimer BOCES Mission Statement

The Herkimer County Board of Cooperative Educational Services will provide quality, innovative services for students, schools and the community, through the achievement of shared goals in a focused, cooperative manner to meet the challenges of the future.”

History of Herkimer BOCES Practical Nursing Program

Our Nursing program had its beginning in 1963 in the old Steuben School on E. German Street in Herkimer. The first class graduated nineteen practical nurses. At that time, we only affiliated with Herkimer Memorial Hospital, St. Luke's Memorial Hospital, and Children's Hospital of Utica.

As the program expanded, location changes were made. In 1967 we were transferred to the old Mohawk Mill Bargain Center located on E. Main St. in Mohawk, NY. Later, when our present BOCES was built in 1974, we moved again to new quarters in the WEB Complex in East Herkimer. In 1989, adding to its full time nursing program, Herkimer BOCES applied and was certified by the New York State Education Department to begin a half time Adult Practical Nursing program. Expansion demanded more changes and in 2002, the Practical Licensed Nursing program was relocated to Ilion, NY in the Faxton-St. Luke's Healthcare Office complex. (The building was formerly Mohawk Valley General Hospital on W. Main St.) Again in 2009, community needs caused the addition of another part-time class. An Evening with weekends class was established. The first Evening Program class graduated in 2011. In the summer of 2014, the practical nursing program moved again. It is now located in the old Remington Elementary School at 77 E. North St., Ilion, NY. In the summer of 2023 our program was moved to the Gateway Center at 420 East German St., Herkimer, NY.

As the face of health care changes, so have our affiliations. Currently program affiliates include MVHS, Little Falls Hospital, Valley Health Services, Sitrin Health Care, Adirondack Physicians' offices, Little Falls Primary Care Clinics, Masonic Care Community, Bassett Health Care in Primary Care clinics, and Slocum Dickson

Notice of Compliance

The Herkimer County Board of Cooperative Educational Services hereby advises students, parents, employees, and the general public that it offers employment and educational opportunities, including vocational education, without regard to sex, race, color, national origin, handicap, age, marital status, or sexual orientation. Inquiries regarding Herkimer BOCES non-discrimination policies should be directed to Title IX and Section 504 Coordinator, James R. Picolla, Assistant Superintendent for Administration, Herkimer-Fulton-Hamilton-Otsego BOCES, 352 Gros Blvd, Herkimer, NY 13350. Phone 315-867-2032. Email address: jrpicolla@herkimer-boces.org Copies of the grievance procedure are posted in the Career and Technical Education Office.



D. J. Shepardson
Zane Mahar
Stephen Coupe

Administration

District Superintendent
Director of School Services and outreach
Business Manager

Sara Nicolette, RN, B.S, B.P.S.
Marcia Thomas-Bruce RN BS
Erin Brien RN, BS
Christe Zambri, RN, BS
Jordan Davies, RN BS
Melissa Jeff RN, BS
Tami Welch RN, BS
Deborah Plungis

Nursing Faculty

Interim LPN Coordinator
Instructor
Instructor
Instructor
Instructor/Clinical Instructor
Instructor/Clinical Instructor
Instructor/Clinical Instructor
Clinical Instructor

Roxanne Gillen
Sue Pontus
Stacie Shedd

Student Services

Bursar
Interim Financial Aid Counselor
Attendance/Teacher Assistant

Affiliation/Registrations

This practical nurse program is registered or affiliated with the following:
(LPN Program SOC Code: 29-2061.00/Dept. of Labor) **view on www.onetonline.org**
(CIP Code: 51.3901)

- New York State Education Department www.nysed.gov
- Council of Practical Nurse Programs of the State of New York
www.practicalnurseprogramsny.net
- NYS Board of Regents Commissioner of Vocational Education
www.regents.nysed.gov/about/history-vocational

(Students may request a copy for review of the school's accreditation or approval from the nursing coordinator.)

PROGRAM REQUIREMENTS

Admission Policy

- 18 years of age or over
- High School Diploma or GED
- Pre-admission Testing on KNAT test
- Applicant must score: “Basic” or above: with a suggested of 50% reading, 50% math scores
- Individual admission conference nursing coordinator or nursing representative.
- After reviewing test scores and the personal conference, the student will be notified by letter of their admission status. All admissions are on a rolling admission basis. If the applicant does not obtain these scores, remediation services may be provided by BOCES. The applicant will then be retested and considered for admission if the scores meet the admission standards.
- Satisfactory physical examination and completion of required immunization. Form to be completed and returned to the school by the first day of school. Failure to do so may result in delayed admission. All time missed because of lack of physical exam will be considered absent days and subject to the attendance policy.
- Student are responsible for their own transportation.
- Be able to finance program (see information regarding financial aid, funding agencies, and scholarship information).
- ***Students are advised to carry their own health insurance – Herkimer BOCES is not responsible for any medical bills a student incurs while in school***

Attendance/Dismissal Policy

The program is divided into classroom instruction, laboratory practice and clinical experiences. All clinical days must be made up. A student is encouraged to attend all classes.

- A student who is absent more than 3% of the semester program hours will receive a written warning notice and a conference with the Nursing Coordinator.
- A student missing 5% of the total semester hours may be dismissed from the program.
- A student in jeopardy of dismissal for attendance, who is passing academically and clinically, with a recommendation of a full-time faculty instructor and documentation of extenuating circumstances, may apply to the Nursing Coordinator for a **one-time** special consideration in regards to their attendance. Special Considerations may only be done once during the course of the program.

It is the responsibility of the student to notify the school and the clinical instructor when he/she will be late or absent from class or clinical prior to reporting time. Failure to contact the school or internship area may result in dismissal.

- Instances of a student arriving tardy or leaving early from class/clinical will result in time being subtracted from their individual total in ½ hour increments i.e.: 1-30 minute equals ½ hour, 31-60 minute equals 1 hour, etc.
- Missed clinical days must be made up by the student at a pro-rated hourly cost during non-school time (evening or vacation). The assigned fee must be paid prior to the clinical. The only exception will be if the Nursing Coordinator has given approval due to contagious illness or if a clinical instructor sends a student home for illness related issues.

Prior to graduation, any clinical time missed must be made up at the expense of the student at a prorated hourly cost based on current tuition rates. Payment must be made in cash, check, debit/credit card or money order before clinical makeup time can be done. Remember program completion certification cannot be sent in to Office of Professions until all program hours are completed.

School Closings

Are announced on WKTV under the name: Herkimer County BOCES. If posted on TV, all classes and clinical will be canceled for both the day and evening programs. Class e-mails will be utilized.

Pace of the Program

Full and Part Time Programs:

- Normal time to complete the program
 - Full time: 12 months
 - Part time: 20 months
- Program must be completed within 150% the program length. Federal financial aid is eliminated after 150%.
 - Full time: 18 months
 - Part time: 30 months

Example: Full Time students must complete 590 clock hours in the first semester (6 months) and 590 clock hours in the second semester (6 months) to complete the program at normal pace. At the maximum time frame, a full time student must complete 450 clock hours in the remaining 6 months of the program.

State Board Examination

Before a student takes State Boards, they must qualify for licensure as a practical nurse by completing all courses and clinical and must have **an official high school transcript or GED transcript** on file with the Nursing Coordinator.

Health Policy

Good health is a prerequisite for all students. Please note the following:

- All students must provide documentation of up to date immunizations *prior to clinical practice*. The health form provided by the school *must be completed* before students can be in contact with patients and current within the last year.
- Your family doctor should be consulted for any illness or injury.
- A doctor's permission, without restrictions, is needed to return to school after three or more consecutive days of illness.
- Any exposure to a highly communicable disease, such as chicken pox, rubella, should be reported immediately to the school office. A physicians or health department representative release to return to school is required.
- Each student throughout the program must carry health insurance.
- Herkimer BOCES is not responsible for any medical bills incurred by a student.

- Being that some clinical settings may be detrimental to certain medical conditions, it shall be the responsibility of the student to inform the nursing coordinator of any possibility for safety and health reasons.

Satisfactory Completion of Program

- Pass all clinical areas and make-up all required clinical time.
- A minimum 75% in all courses.
- Satisfactory medication passing.
- Completion of required courses.
- Program is a total of 1180 clock hours. *(See attendance policy)*
- Participation in the Nursing Graduation ceremony is required.
- Full program payment is a graduation/diploma requirement.

Request for Accommodations

It is the responsibility of the adult student to make an official request for reasonable accommodations due to disability, by the first day of school. All requests must be in writing addressed to the Nursing Coordinator. Appropriate documentation must accompany the request signed by an educational or health care professional. Documentation must be current and specific in nature. *Note: In order to be considered at the time of the NCLEX exam, the accommodations must have been implemented during the nursing educational course.*

Readmission Policy

A student who has failed academically or clinically may reapply to the full time program or to the part time program. The process is as follows:

Re-Entry Process:

Once a student has been dismissed for academics or withdrawn with a failing grade, the following criteria must be met.

First Year

The KNAT exam will need to be retaken, with current school admission criteria being met. In addition, a detailed written explanation of issues that contributed to the student failing must be submitted. A plan of how the identified issues will

be addressed must accompany the explanation. The entire first year will need to be retaken.

Second Year

The KNAT exam will need to be retaken, with current school admission criteria being met. A written competency exam in the areas of fundamentals and anatomy and physiology will need to be passed with an 75%. In addition, a detailed written explanation of issues that contributed to the student failing must be submitted. A plan of how the identified issues will be addressed must accompany the explanation.

Leave of Absence

Students requesting a leave of absence, which are passing, may be readmitted at the same place in the program the next time the course is offered. Leaves are evaluated on a case by case basis as are the reentry plans.

- If documented behavioral issues in either class or clinical are present, readmission will not be offered.
- Re-entry must be within one year of dismissal and can only be offered once.

If the dismissal involved any ethical, cheating, code of conduct, or behavioral issues, a full application must be made. This will include:

- **a new program application and physical;**
- **two new work-related professional references within the last year,**
- **requested counseling references, as well as documentation that the student has taken steps to address the behavioral issues that contributed to their dismissal, must be submitted,**
- **plus any additional stipulations set at the time of dismissal.**

A meeting with the Adult Education Director and LPN Coordinator will occur to review the request for reapplication. The determination of that meeting will be considered final.

If readmission is offered it will involve the signing of a behavioral contract specific to the applicant's situation. After readmission continuation in the program is conditional with the student's adherence with the contract. In the event that the contract is broken by the student, dismissal without appeal or readmission possibility will occur.

In any case, the student may, on the recommendation of the nursing faculty and Nursing Coordinator, be given advance standing for courses satisfactorily completed. The student must also meet with the financial aid department to re-evaluate tuition and their possible financial aid package. The LPN program must be completed within 1 1/2 times the program length (See Pace of the Program).

Final determinations on readmission are at the discretion of the Adult Education Director and the LPN Coordinator.

Transfer Policy

Students requesting transfer from another nursing school (RN or LPN) into Herkimer BOCES LPN program must do so in writing to the Nursing Coordinator. After an interview with the nursing coordinator, review of their prior official transcript along with work and/or academic references, a determination of acceptance and placement will be made. Credit is given in accordance with the NYSFAAA guidelines of one semester or trimester credit hour equal to 30 clock hours. Clinical skills will be reviewed and competency demonstrations must be passed in the skills lab. Acceptance, assignment of hours and program placement is at the discretion of the Nursing Coordinator. Accepted credits are counted as attempted and completed hours to calculate satisfactory academic progress for financial aid. Your G.P.A. is calculated on only courses studied at the Herkimer BOCES LPN program.

Official Transcripts

During the first year after graduation, official transcripts will be sent free of charge. Cost of requested transcripts thereafter will be \$10.00 each requested transcript. Requests for transcripts must be made in written format with individual authorizing Herkimer BOCES LPN Program to release the information. Payment may be made by cash, checks **payable to Herkimer BOCES**, credit or debit card.

For all credit card transactions, our credit card processing company charges a service fee of 2.5% of the payment amount. This fee is added to the amount charged to your card at the time of payment to Herkimer BOCES. Payments may continue to be made by cash or check without imposition of a service fee. Herkimer BOCES does not receive any portion of this service fee. If you use a credit card, there will be two transactions on your receipt. The first is the amount being paid to Herkimer BOCES. The second is the service fee that is paid to the credit card processing company.

Higher Education General Information Survey

The program HEGIS (*Higher Education General Information Survey*) code is 5209.20
LPN Program SOC Code: 29-2061.00-Dept of Labor

ACADEMICS

Philosophy Statement

Our philosophy of nursing education as addressed in Maslow's Hierarchy of Needs and Blooms Taxonomy of Learning. As adult learners, our students are viewed as individuals with basic needs for safety, an understanding of their individual social lives, family obligations and financial circumstances. It is through the addressing of these basic needs that sets the stage for learning to occur. Unless these areas are taken into consideration, it is difficult to implement a Blooms framework. Plans for outside obligation, managing finances and transportation can actually short circuit the ability for the individual to be receptive to and incorporate new and varied materials. These are addressed in the base of Maslow for safety and security.

The next level addresses Practical Nursing as a vocation. Initial classes incorporate the Bloom concepts of **Remembering** basic facts and progress to a true **Understanding** of the materials. Initial classes such as Fundamentals of Nursing address these aspects through the development of academic as well as clinical study. These skills are taught in a structured environment of classroom, lab practice and structured study. Classroom and skills lab instruction are all tailored to create such a learning environment that incorporates tactile repetition progressing from an instructor demonstration followed by student repetitive practice until final mastery is achieved and demonstrated to the instructor. A continual incorporation of nursing process, critical thinking, theory application, peer relations, student skills, clinical skills and teamwork are key to this process.

As the education process continues, the materials continually pull from the student's prior course and life experiences. Students are encouraged to incorporate new ideas on existing knowledge to facilitate in the understanding and application of the material. During the process, the student should begin to **Apply** the new knowledge they have gained and **Analyze** the effects of the actions they take within the clinical setting. The practical nursing student must also recognize his or her place within healthcare as a vital team member. The role of the Licensed Practical Nurse is regulated by individual state law rather than individual ability and experience. Each nurse is individually responsible to be aware of and comply with the regulations of the state they live in. Understanding the Licensed Practical Nurse scope of practice is as vital a part of the nursing education as understanding the nursing process.

With a base of safety (Maslow), a body of progression from Remembering to Understanding to Applying and finally Analyzing (Blooms) as well as individual professional development, the student is able to grasp their intricate role in healthcare. This combined approach allows the Adult learner to be equipped to enter the field of nursing as a well-informed, safe, entry-level Practical Nurse. Our graduates should be eager to learn, competent caregivers, willing to assist those in need. He or she will have acquired the skills and desire for learning to enable them to be a lifelong learner and to further their education, if desired.

Student Success Conceptual Framework

The student will become an entry level LPN.

The student will actively participate in review for the NCLEX exam.

The student will comprehend: ***Application and analysis is integrated***

- Nursing process/critical thinking.
- Nursing scope of practice.
- Application of individual course content and clinical skills to nursing practice.
- Professional behavior and accountability.

The faculty is responsible for: ***This allows the student to come to a level of understanding.***

- Teaching study skills including but not limited to; time management, note taking, study groups, and identifying individual learning skills.
- Provide and maintain a safe, non-threatening educational environment.

The student is assisted upon admission to identify needs and develop a plan to address: ***This base allows for learning and memorizing new material***

- Financial plans while attending school.
- Plans to secure child care and family obligations
- Plans to identify living arrangements and transportation needs

Objectives of the Curriculum:

The objectives of the curriculum are to prepare students of the school to:

- Be a competent member of the health delivery system and adhere to the Nurse Practice Act.
- Participate with a registered nurse and/or physician in meeting the wellness and illness needs of patients.
- Understand and deliver care of patients in the light of cultural, psychosocial and physical environments.
- Be knowledgeable about the ethical, moral and legal obligations of practical nursing.
- Use the nursing process in providing safe and effective nursing care.
- Model and teach good personal health habits.
- Function as a contributing member of a community health team with awareness of meeting patients' optimum health maintenance.
- Fulfill their responsibility as a member of the practical nursing profession by participating in activities of professional organizations and educational programs as provided by these and other health agencies.
- Identify the scope of practice for the LPN as outlined in the N.Y.S. Nurse Practice Act.
- Qualify for admission to the New York State Licensure Examination for Practical Nursing (LPN).

Nursing Course Descriptions

Fundamentals of Nursing: This course is aimed at equipping the new nursing student in the classroom as well as the clinical setting. The course begins with nursing history and a survey health care past and present. It progresses to cover aspects of direct patient care and individual nursing skills. Topics of patient's nutritional needs are addressed at length, as well as, the end of life needs of the adult patient. Course emphasis will be on application of the nursing process while caring for an adult, the practical nurses' professional responsibilities and limitation in the varied healthcare settings. The development of study skills is aimed at enabling the student to be successful in this course and those that follow. The clinical component will consist of direct patient care in the geriatric setting.

Study skills are addressed during the early fundamental's classes. The goal is to identifying the student's learning style. Based on that, the student is directed toward information that will allow them to develop an individual study plan that addresses their needs. Topics such as note taking, time management, use of study groups, and becoming an interactive student will be addressed.

Additionally, the student is required to participate in 45 minutes a week of structured study &/or lab practice time. This time must be taken at the school with a formal sign in and out with the attendance office.

275 clock hours

Anatomy and Physiology: This course provides the student with an introductory study of study of the structure and function of the human body. This course enables the student to obtain an understanding of the human body in relation to health care. It is interactive and hands-on.

90 clock hours

Medical-Surgical Nursing: This course covers the illness continuum of the adult client in a medical surgical setting. Course material will emphasize the nursing role in patient care using the nursing process as well as an awareness of the physiological, psychosocial, safety and comfort needs of clients with emphasis on adult disease, illness and injury diagnostic methods, pathophysiology, treatment and pharmacological management will be presented. Patient education needs covering health promotion and maintenance are integrated into the course content. Course emphasis will be on application of the nursing process while caring for an adult, the practical nurses' professional responsibilities and limitation in this setting. The further development of study skills will enable the student to be successful on their NCLEX PN exam and progress on to higher levels of study if desired. The clinical component will be addressed in various clinical rotations the final semester of study.

230 clock hours

Maternal Child Health:

This course is an integration of growth and development, obstetrics and pediatrics. It begins with an exploration of the physical, social and developmental changes occurring infancy through adolescence. It will transition into understanding the physical, psychosocial and behavioral changes of the expectant mother and family. Normal and abnormal processes of pregnancy, delivery, and postpartum care of the mother and child will be explored. The third section of the course will be dedicated to the wellness and illness continuums of childhood (infant through adolescents). It will include the description, diagnosis, and treatment of diseases, illness, and injuries in the pediatric setting. Course content will explore the practical nurse's role as a member of the maternal child health care team in its varied settings. Course emphasis will be on application of the nursing process, the practical nurse's professional responsibilities and limitations, and the further development of study skills to enable the student to progress on to higher levels of study. The clinical component will be addressed in various clinical rotations.

120 clock hours

Pharmacology: This course takes a systems approach to the study of medications used in the treatment of patients. Calculating dosage, safe medication administration and nursing implications are part of the course content. Course emphasis will be on application of the nursing process, the practical nurses' professional responsibilities and limitations in regards to medication administration, and the further development of study skills to enable the student to progress on to higher levels of study. The clinical component will be addressed within various clinical rotations in the final semester of study. They include but are not limited to medication administration during lab simulation and under the direct supervision of an instructor in the varied clinical settings.

80 clock hours

Mental Health Nursing: This course teaches theories of personality development and therapeutic communication. Psychiatric disorders and the LPN's role in the treatment plan are discussed. This course is introductory in nature and utilizes several community mental health speakers. ***30 clock hours.***

Comprehensive Review: At the end of regularly scheduled courses, time is allotted to allow the student to start with review for the NCLEX- PN exam. Computer assisted programs, as well as faculty, are available during this time. This is a mandatory component of the course. Additionally, a review class is offered by an outside entity after graduation.

20 hours

Saunders Review and Kaplan: Are computer assisted nursing programs. Assignments are given throughout the year, which augment classroom lecture. Its emphasis is teaching the student how to succeed as a nursing student. Utilization of these assignments helps the student achieve a proficiency in the nursing process and test taking skills. It may be used pre & post class time utilizing the school computer lab or your own lap top.

Clinical Rotation: Clinical rotations are done at a variety of locations and settings. This design allows the nursing student to experience and apply the nursing process in a variety of settings reflective of the practice settings available to the LPN. All clinical rotations requiring a comprehensive patient evaluation & care are under the direct supervision of the RN BOCES clinical instructor. Preceptorships are under the direction of the individual facilities' unit R.N. Student limitations during preceptorship rotation are defined by the individual facility/BOCES agreements and *may vary*. All preceptor rotations are under the direction of the Nursing Coordinator. Clinical grades use a 1-4 rubrics.

325 hours of combined acute & geriatrics.

Students are responsible for their own transportation

Nursing Program Schedule

School Year

The Nursing program is an 1180 clock hour program with the Full time students beginning the first full week of July. Part-time day and evening classes begin the first full week of September and follow the secondary school schedule. Classes continue through the end of June for all programs.

Class/Clinical Time for Full Time and Part Day

- Classes meet from 8:00 a.m. – 3:00 p.m.
- Clinical days vary depending on location generally they are 7:00 a.m. - 11:30 a.m., 7:00 a.m. to 3:00 p.m. or 3:30 p.m. to 8:00 p.m. Start times may vary but hours are all an eight-hour day.
- Class time is scheduled before or after each half day clinical.

Full Time Program

Classes or clinical days meet five days a week for 8 weeks in July and August. Then a varied five days (some are partial days) a week September – December. Partial integration with the second-year part time day students, begins January Thru April, 3 days a week. During May – June integration with second year part time day students occurs 4-5 days a week.

Part Time Program

- **Day** – hours 8 to 3 p.m.
 - *First year* class or clinical meet 2 days a week: Thursday & Friday
 - *Second year* class or clinical meet 3 days a week: Monday, Tuesday, and Wednesday.
- **Evening** – hours from 5:30 p.m. to 9:30 pm
 - *First year* class or clinical meet 3 days a week: Monday, Tuesday, and Wednesday plus 5 Saturdays (clinical may vary).
 - *Second year* class or clinical meet 3 days a week: Monday, Tuesday, and Wednesday plus, every Saturday (clinical may vary).

Hospital Orientation and Rules for Practical Nursing Students

Transportation to Hospital: Responsibility of the individual student. If carpooling and driver or rider is not attending, please notify the other person ahead of time.

Time on Duty: You are to report to your nursing instructor in the lobby of the assigned hospital. You will receive your assignment from your **instructor**. If at any time you wish to leave the assigned area, you must obtain permission from your instructor. If you are given permission to leave the assigned area, you are to report back to the instructor when you return to your unit.

Absence and Tardiness: If a student is ill, unable to report for duty, or will be tardy, the student must call the assigned nursing area and leave a message before 7 a.m. and leave a corresponding message with the nursing coordinator's office phone 315-867-2209. An email should also be sent to lpnattendance@herkimer-boces.org.

Uniform:

- Every student is to be in full uniform at all times when on duty. A school uniform is defined as school approved scrubs top and bottoms appropriately hemmed to top of shoes. All students should have clean white shoes, BOCES name badge, watch with second hand, bandage scissors, pen, and small notebook.
- No sweaters are to be worn on duty. If desired a solid white turtleneck may be worn under the scrub top.
- Students are allowed to use conservative make-up, no perfume, cologne, body sprays or heavily scented deodorants. Student's personal body should be clean and body odor free at all times.
- Hair must be off the collar, away from the eyes, clean, neat, styled and securely held in place away from the face at all times. Any facial hair must be neat and trimmed.

- Nails must be short, shaped and clean. If nail polish is worn it must be natural, and must not be chipped. ***No artificial nails*** due to policy of the health care facility.
- No jewelry is to be worn when wearing the uniform. This means no rings, except wedding rings for married students – which might need to be removed under certain circumstances. One set of stud earrings may be worn in the ear lobes. No bracelets, necklaces, hair ornaments, or body piercing are to be worn.
- No visible body piercing is allowed in any clinical setting.
- Some clinical facilities do require any visible body tattoos to be covered.

Student Responsibilities

Academic

It is the student's responsibility to:

- Be in attendance for **all classes** and to be on time for class. Hours missed will be counted in ½ hour increments as previously described.
- Be prepared for class by reading material assigned and be able to answer pertinent questions related to the subject matter.
- Participate in discussions and request clarification when unsure about concepts.
- Perform on written examinations and oral presentations according to grading policies. If a student fails a unit, he/she must make an appointment with the appropriate instructor for remedial work prior to the next unit testing.
- Recognize his or her need for help in any of the course work and is encouraged to make an appointment with the instructor. The student needs to follow through on recommendations made in these conferences.
- Submit all written material on time. Each day the assignment is overdue will result in a number grade penalty in the unit of study.
- Take advantage of study/lab hours that are provided weekly for individual student practice with faculty assistance. Students must participate in “lab practice” a minimum of 1 time each week

- Exam make-ups – missed exams must be made up the first day after returning to school. It is the students' responsibility to meet with the instructor and arrange for the make-up test. Failure to follow this policy will result in 5 points being deducted from the test score. After 5 days, the student will be given a zero for the exam, and no arrangement for make-up will be granted. In the event that the exam was un-announced open book the student will take the make-up exam closed book.
- Students cannot take exams unless all assigned work is done and submitted prior to the time of the exam. Each day the assignments are late will result in 5 points being subtracted from the exam grade. This will continue until the exam has been completed. This includes weekends and days off.
- Students need to identify and develop their individual learning style.
- Students need to develop study habits that are conducive to self-learning. This should include: completing reading and workbook assignments, plus developing cooperative learning attitudes.

Clinical

Students are accountable to:

- Perform safely in all areas of patient care in accordance with New York State LPN scope of practice.
- Obtain daily clinical assignments from the instructor and be ready to give anticipated nursing care after adequate academic and laboratory preparation.
- Complete clinical evaluation assignment for the next clinical day.
- Report to the clinical areas on time and appropriately dressed in full uniform.
- Obtain pertinent information regarding their patient care assignment through the use of such sources as the patient's chart, the Kardex, nursing personnel, and team report. Adhere to all HIPPA requirements for patient confidentiality and records management.
- Seek their clinical instructor before performing any procedure on a patient.
- Seek opportunities to practice all skills in the nursing lab.
- Be competent in nursing skills before implementing them on patients.

- Perform skills taught in prior nursing courses or laboratory before performing on the clinical unit.
- Secure the consultation and/or assistance of the clinical instructor in those nursing care situations when they are unsure and/or inexperienced and to seek nursing staff assistance only when directed by the instructor.
- Seek their own learning experiences. As with any learning experience, the process must occur within the learner.
- To learn as much as possible from each clinical experience and conference. Student preparation for and participation in clinical conferences is evaluated and reflected in the clinical grade.
- Share learning experiences in conferences. Fellow students rely on learning from these experiences. Sharing knowledge and experiences benefits the student as well as the whole group.
- Evaluate their learning experiences and progress. If special types of learning experiences are needed, the clinical instructor should be informed so the appropriate selection of experiences can be made.
- Interact with instructor, peers and hospital staff in a professional manner.
- Never present while impaired by drugs or alcohol or a state of withdrawal.

The Herkimer BOCES LPN Program maintains the same level of high expectations of student professionalism and ethics in the classroom and lab as it does in the clinical setting. Students are held accountable to all BOCES policies, including attendance, student conduct, student progress, student welfare and student activities policies. It is the goal of the program policies to establish the concept of “Industry Standards”. The intent is to assist the student in learning appropriate behavior and chair of command, needed to be successful in the work world after program completion.

Code of Conduct

All practical nursing students are responsible for complying with the Herkimer BOCES Code of Conduct. Summaries of the Code, as well as full copies, are available to all students on the main BOCES web site [Herkimer BOCES Website](#). All Herkimer BOCES students are encouraged to familiarize themselves with the Code’s requirements. In addition, practical nursing students will be responsible for the good conduct outlined in the handbook. If there is any conflict between the requirements of this handbook and the Code, this handbook will govern with respect to practical nursing students.

Ethical Practices

Part of the student training to become a practical nurse is learning ethical practices. Students engaging in any conduct which is unbecoming a practical nurse may be expelled from school. Such misconduct may include:

- Failing to maintain the confidentiality of patient diagnoses and conditions.
- Gossiping about health team members, faculty, or fellow students.
- Refusal to give quality care to a patient, based on one's personal preferences.
- Use of alcohol or illegal drugs while on school property or the clinical setting

This list of examples is not complete, but merely serves to illustrate the sort of conduct which may violate ethical practices. It involves ANY situation that identifies the student with the Nursing Program.

Failure to observe these ethical rules may be sufficient cause for expulsion from the school.

Classroom/School Premises Student Conduct Expectations

- Interact with instructor, peers and school staff in a professional manner.
- Refrain from initiating or perpetuating gossip about faculty, fellow students or host organizations.
- Seek opportunities to assist others with learning experiences.
- Adhere to the stated Code of Conduct.
- Adhere to the stated dress code of Herkimer BOCES.
- Adhere to ethical practices.
- Adhere to the social media policy
- Maintain academic integrity at all times.
- Refrain from the use of vulgarity or any degrading conversation on school property.
- Refrain from conversations of a sexual nature on school property.
- Maintain confidentiality of your own grades both in class and clinical.
- Report any incidences of actual or suspected bullying to the Nursing Coordinator.
- Report any unsafe building condition or student activities at the earliest opportunity to the first available faculty and/or Nursing Coordinator.
- Pick up trash from any study areas and all student lounge areas.
- Only use designated areas for cell-phones or smoking
- Use designated student parking areas and abide by school driving/parking regulations.
- Never present while impaired by drugs or alcohol or a state of withdrawal.
- Observe current Health Department and BOCES Board approved Infection control protocol.

Prohibited Student Conduct School and Clinical

Students may be subject to disciplinary action, up to and including program dismissal when they:

Engage in conduct that is disorderly. Examples of disorderly conduct include:

- Using language or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the school community.
- Adult students are to stay in the portion of the building designated for the program's operation. They are not to be found in areas especially that are housing minor aged students without specific permission.
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
- Use of cell phones, pagers, beepers, personal music players (iPod, MP3, etc.) or other similar devices during classroom, lab, or clinical instruction.

Engage in conduct that is insubordinate. Examples of insubordinate conduct include:

- Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise, demonstrating disrespect.
- Arriving late or leaving early without properly signing in or out.
- Missing class or clinical time without reporting it to the attendance office.
- Skipping assigned make-up clinical time

Engage in conduct that is disruptive. Examples of disruptive conduct include:

- Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
- Making disruptive noises or gestures.
- Excessive arguing with or correcting teachers, *especially during classroom instruction.*
- Harassment of other students.
- Derogatory remarks toward fellow students, faculty, or host facility in person, via text, e-mail or on any form of social media

Engage in conduct that is violent. Examples of violent conduct include:

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a fellow student, teacher, administrator or other school employee or attempting to do so.
- Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying what appears to be a weapon.

- Threatening to use any weapon or cause bodily harm to a fellow student, teacher, administrator or other school employee.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
- Intentionally damaging or destroying school district property.
- Intentionally using any object in any manner other than its original intent to harm another student or any other person lawfully on school property or attempting to do so.

Audio, phone or videotaping without the express consent of the individuals involved examples include:

- Taping of classroom lectures.
- Audio, phone or video taping of any conversations with any faculty.
- Up loading of school related lectures, conversations, videos, or photographs without permission of all involved individuals onto any social media outlet.

Note: Taping and uploading of any of the above mentioned situations can result in permanent expulsion from the LPN program.

Drug and Alcohol use are serious issues that need to be addressed. **Many** employers do initial and random drug testing. Criminal charges will require a morals hearing before a nursing license is issued. If the license is issued, there are often restrictions connected for an extended period of time.

As a school if a student is suspected of being impaired by drugs or alcohol, they will be asked to leave school/clinical and contact their primary physician for prompt evaluation or, if that is not practicable, by a healthcare provider of BOCES's choosing. Written documentation attesting to the student's ability to safely function in the clinical setting must be obtained within 24 hours of the request and presented to the Nursing Coordinator on the provider's letterhead. No further clinical can be attended until this is done.

Any missed clinical time must be made up per stated policies. If the student cannot obtain needed clearance they may be dismissed from the program regardless of academic or clinical standing.

The items listed above are examples of conduct which is prohibited, but should not be considered an exhaustive list.

Student Dress Code School Premises

For class:

- **All day students** will be required to wear navy blue scrub bottoms. They should be properly hemmed so the pants bottoms do not hit the ground and the waist is above the umbilicus. Any style hospital scrub top, as long as the midriff and chest is covered will do. **A BOCES ID badge must also be on at all times.**
- **All evening students** are to be either in similar scrubs as daytime time class or in the professional clothing that they came from work in. **A BOCES ID badge should also be worn.**
- Zoom classes should follow these guidelines with your proper name identified on the zoom screen versus an ID badge.

For clinical: Per established clinical policy.

Academic Progress Review

Academic Performance will be evaluated mid semester or midcourse, whichever is appropriate, by the Nursing faculty and Nursing Coordinator. Students will have access to their current grades in their individual online account. It is the expectation that the student will monitor their grades and if they are having difficulty maintaining a 75 contact the instructor for assistance. Any grades that the student disagrees with needs to be addressed within 3 days of official posting with the instructor and or Coordinator. The student will receive a copy of their academic grades and a copy will be placed in their academic files at the end of the semester.

If the student is having academic difficulty at any time during the course, the student is encouraged to request a meeting with the Nursing Coordinator and faculty member involved. Students are encouraged to seek assistance early in the process to assure academic success. A student, who has less than 75% in a unit of study at the midpoint or fails a clinical evaluation, will be considered on academic probation. At the end of the semester or course, whichever comes first, the student must be passing in all areas (classroom and clinical) or dismissal may occur.

Students who fail to achieve minimum standards for grade point average and completion of classes in a maximum time frame may lose eligibility for all types of federal financial aid. During this time the student may only continue on a self-pay basis that must meet all established tuition payment deadlines. If the student feels they have extenuating circumstances (as outlined by federal financial aid guidelines) that affected their grades, they may appeal the loss of financial aid eligibility. After a successful appeal financial aid may be granted for that semester.

Despite a successful appeal or self-pay status, a 75 must be obtained to complete a class and proceed towards successful completion of the program. If this is not obtained the student may be dismissed for failure to progress academically.

Theory Probation

The student who has not maintained adequate grades in a unit of study should request a meeting with the faculty and Nursing Coordinator. The student will be placed on academic probation if they are not passing midway through a course. During this period of time remedial material or study skills should be requested by the student. At the end of the semester or course the student's academic progress will be reviewed. If at this time the student has continued to maintain a grade below 75% in any unit of study, the Nursing Coordinator reserves the right to dismiss the student for unsatisfactory academic progress. Courses are sequenced and a student cannot progress to the next class until the prior class has been completed successfully.

Clinical Probation

Clinical performance is graded using a 1-4 clinical rubric. A student receiving a 2.0 -2.9 in a clinical evaluation period will be placed on clinical probation. The student must achieve a 3.0 or higher clinical performance grade by the next evaluation period to be removed from clinical probation status. Failure to do so may result in dismissal. A rubric score of 1.9 or below is a clinical failure & may result in immediate dismissal from the program. If after review the student is retained in the program, the clinical will need to be repeated at the student's expense per prior stated post-graduation time makeup cost. Not

all clinical rotations are available immediately after graduation. Some are only offered in the next set of rotations the following year.

Release from Theory/Clinical Probation

At the end of the probation period the student's progress will be reevaluated. If theory grades meet the academic standard or the clinical evaluation is satisfactory, the student will be removed from probation and is then eligible for financial aid disbursement.

Cause for Failure for Dismissal from Program Unsafe Clinical Action

Any action or lack of action by the student in the clinical setting which, in the judgment of the instructor, places the patient in physical or psychological jeopardy may be cause for dismissal from the program. The student will be informed of the unsafe action. The student, instructor and director will meet and evaluate the action. If the unsafe clinical action is found to be true, progression in the clinical site and/or program is at the Nursing Coordinators discretion.

Examples of unsafe/unsatisfactory practice included, but are not limited to the following:

- Any action or lack of action that threatens a patient's safety and well-being.
- Inappropriate handling of patients; verbal or physical abuse.
- Coming to clinical under the influence of drugs and/or alcohol.
- Failure to report changes in patient's condition/plan of care.
- Failure to adequately document and/or report nursing care.
- Falsifying documentation.
- Inaccurate IV calculations/medication error.
- Inaccurate recording or failure to record medication administration.
- Failure to implement total patient care.
- Failure to adhere to facility infection control protocol.
- Lack of professional conduct and communications with peers, host facility staff and faculty
- Administering medication or the performance of any action that is considered an invasive act or procedure without your instructor present.
- Operating outside the LPN scope of practice as outlined by the NYS Nurse Practice Act.
- Any HIPAA violations

Cheating

Nursing is a field that requires a high degree of honesty and integrity. Cheating is viewed as a serious offense. Verified instances of cheating will be dealt with swiftly and severely with discipline actions up to and including dismissal from the program.

Examples of activities that compromise one's' academic integrity and as such constitute cheating are:

- Handing in work that was not generated by yourself or your assigned group.
- Obtaining copies of testing materials, other than from the instructor.
- Transcribing from text or memory any testing material.

- Making any type of photo/digital copies of classroom tests.
- Copyright infringements, including those related to the internet.
- Informing students from another class section of testing content.
- Looking at another student's test **or** allowing another to look at yours.
- Use of cell phones during class exams to obtain or send any information.

Social Media Policy

In keeping with industry standards in health care, regarding the use of social media the following has been adapted:

- At no time should a derogatory post regarding BOCES LPN program be made.
- At no time should a derogatory post regarding BOCES faculty be made.
- At no time should a derogatory post regarding other students be made.
- At no time should a derogatory post regarding host facilities be made.
- At no time should a derogatory post regarding host personal be made.
- At no time should any post regarding a patient or their significant others or describing a clinical situation current or past be made.
- At no time should photos that identify you as a program student (especially in uniform and with school ID on) that connect you with alcohol, drugs, or are sexually explicit situations be posted.

Any documented infractions will result in a three-day suspension for the student initiating the post. A one to three-day suspension will be given to all who comment on or acknowledge the post, depending on the content of their response. If the suspension puts you over established attendance policy time limits program dismissal for time will be considered.

Any Post that even loosely connects patient information to you, the school, and /or a facility will be considered a HIPPA infraction. As such, this may result in an immediate dismissal from the program.

This policy is inclusive of all types of electronic media as well as texting.

Program Dismissal Appeals Process

A student may appeal a decision of program dismissal by utilizing the following appeal procedures. At each step, the student will be given the opportunity to discuss the conduct being reviewed and to present his/her version of the conduct which is the basis of the program dismissal.

Step I

Request a meeting with the Nursing Coordinator and a Nursing faculty member. This request must be made in writing within 3 days from dismissal. The meeting will be set at a time agreeable to the committee and student.

Step II

Request a meeting with the Nursing Coordinator, Director of Adult Education, and a nursing faculty member. This request must be made in writing within 3 days after the Step I meeting. The meeting will be set at a time agreeable to the committee and student.

Step III

Request a meeting with the Nursing Coordinator, Director of Adult Education, and Herkimer BOCES District Superintendent. This request must be made in writing within 3 days after the Step II meeting.

Withdrawal Process:

Students must notify the Nursing Coordinator and the Financial Aid Office of intent to withdraw from the program. Last day of attendance must be used as their withdrawal date.

If a student simply stops attending classes and/or clinical, with no call, no show, they are considered withdrawn when their attendance exceeds 5% of scheduled clock hours. Students will be considered unofficially withdrawn without notice. Students will be notified of such by U.S. mail.

All unearned Title IV aid will be returned to the Dept. of Education in the same manner as a student who withdraws officially.

If a student owes a balance on tuition, fees, etc., all balances must be paid in full before reentry into the program is permitted. If given a building access FOB, FOB must be returned or students will be charged \$100.

Final determinations on readmission will be considered by the LPN Coordinator

FINANCIAL AID

Financial aid refers to funding intended to help the student pay for their educational expenses including tuition and fees, books and supplies, living expenses, etc. Types of financial aid include: grants, student loans, scholarships, and sometimes third party funding.

Financial Aid Eligibility for Title IV Funds

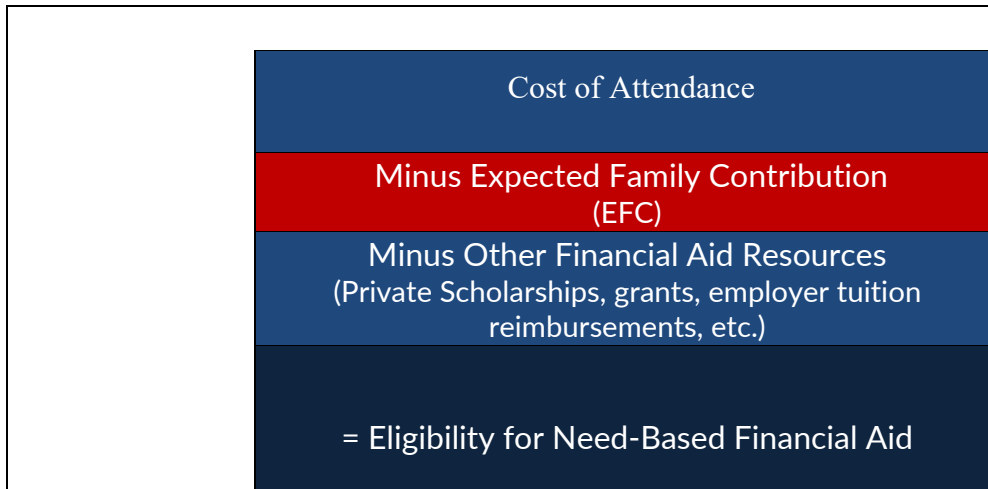
In order to receive financial aid a student must:

- Take the first step to determine eligibility for federal and state financial aid programs by submitting the **Free Application for Federal Student Aid (FAFSA)**. Go online to [FAFSA](https://fafsa.gov) or StudentAid.gov and complete the 2024-2024 application with our school code of 014517. **Make sure you hold onto to FSA ID for future reference.** If you are a dependent, you will have a different FSA ID than your parents.
- Be a US citizen or eligible non-citizen.
- Have a high school diploma or equivalent.
- Not be in default on any Federal education loan, owe money on a Federal grant or loan, or borrowed in excess of Federal Loan Title IV limits.
- Must use federal student aid only for educational purposes.
- Demonstrate financial need.
- Be accepted for enrollment at least half time.
- Provide all required documents (including income verification, if required) to the Financial Aid Office
- Maintain the “satisfactory academic progress” as defined by the school.
- Your registration status with Selective Service no longer affects your eligibility to received federal student aid.

Deadline for filing for Financial Aid (FAFSA) is June 20, 2024 for Full Time students and August 19, 2024 for Part Time students. Students who fail to file for Federal Financial Aid, will then be liable to pay tuition, fees etc. out of pocket. All applications for Title IV aid must be submitted by the Federal deadlines in order to receive financial aid.

How is Financial Aid Awarded?

Financial aid is designed to help individuals meet their educational expenses when their own resources are not enough. Typically, Federal Financial Aid is based on income and is available to students and families who demonstrate financial need as determined by the need analysis formula (see diagram):



To meet, as closely as possible, your financial demand, the financial aid office will first award any federal grants and scholarships for which you are eligible (e.g., Pell Grants). If needed, Federal Direct Loans are then added to your aid package to help cover tuition, fees and eligible educational expenses. **Your total financial aid package, including grants, scholarships, tuition reimbursements, and loans may NOT exceed your total cost of attendance.**

COST OF ATTENDANCE

The cost of attendance is the estimated cost of attending the program for an academic year, including estimated amounts for tuition and fees, books and supplies, and indirect expenses such as off-campus housing, transportation, Federal loan fee, plus a modest allowance for personal/miscellaneous expenses. The following are the estimated expenses you might incur while you are enrolled at Herkimer BOCES LPN Program. **Your actual expenses may be different depending on your personal situation.**

Tuition & Fees * (subject to change)

Full Time	\$ 17,615
Part Time 1 st year	\$ 8,295
Part Time 2 nd year	\$ 9,317

Additional Fees* (subject to change)

- A **\$300.00 non-refundable student fee** is for **Full Time students**. **Part Time student have a \$150 non-refundable student fee for the academic year 2024-2025**. Student fee will be divided by the semesters to each student's account. This payment is a universal fee covering costs normally associated with admissions, use of computers, copying, medical labs, and student ID's etc.
- A **\$200.00 graduation fee** will be charged to the students account in the last semester of training. The graduation fee covers graduation uniform, up to \$34.00 for a graduation pin, picture sitting fee, graduation lamp, cap, diploma, etc.

Books & Supplemental Online Resources Estimated- \$1,600 (Not Included in Tuition)

- Books and some Supplemental Online Resources must be paid out of pocket prior to starting each class. **Students must be aware; this list is subject to change at any time during the academic year 2024-2025**. Should additional supplemental online resources be added to meet requirements of completing the program, this may be an additional expense to the LPN student.
- Check with Financial Aid office for vendors that may provide discount to Herkimer BOCES LPN students.

Estimated LPN Incidental Supply Costs

Student will purchase the following items through outside merchants. Supply costs are estimates and are subject to change due to inflation.

2 Student Uniforms	up to 175
Shoes	up to 75
Scissors	5
Stethoscope	100
Calculator	10
Watch (w/second hand)	25
Pen Light	7
Physical Exam at your physician office	250
CPR Course	
(American Heart Association Only)	50-100

Federal Loan Origination Fee

The maximum amount of fee for combined Subsidized and Unsubsidized is between \$58 to \$101. Current rate is at 1.057%.

State Board test fees are the responsibility of the student. The cost is approximately \$343.00. At this time, only \$200 will paid directly to Herkimer BOCES in the last semester of training. The remaining \$143 will be paid directly by the student online when setting up State Boards applications (around April timeframe). This procedure is subject to changes.

All students are encouraged to complete their FAFSA application online at [FAFSA](#) or by going online to StudentAid.gov. We are here to assist you in the Financial Aid process. The Financial Aid Office has professional assistance available to ensure the students' applications are completed accurately and in compliance with Federal regulations.

- **FINANCIAL AID COUNSELOR:** Sue Pontius – administration and coordination of the Federal and non-Federal Financial Assistance Programs.
financialaid@herkimer-boces.org (315) 867-2210
Office Hours: 8:00 a.m. to 3:00 p.m. Monday, Wednesday through Friday,
9:30 a.m. until 5:30 p.m. on Tuesday. Summer Office Hours: 8 a.m. to 3 p.m.
- **REGISTRAR:** Sara Nicolette - registration, academic recordkeeping, attendance and withdrawal process of all Licensed Practical Nurse Students.
snicolette@herkimer-boces.org (315) 867-2209
- **BURSAR:** Roxanne Gillen– records tuition and payments to student accounts.
rgillen@herkimer-boces.org (315) 867-2054

Record Retention

Financial Aid records will be kept on file for three years after a student leaves the program. Academic records will be kept on file indefinitely.

Financial Aid Available

A. GRANT OPTIONS

A grant is money given to a student that does not have to be repaid.

PELL GRANTS

- Federally Funded Grant – no repayment.
- Must submit FAFSA (Free Application for Student Aid).
- The federal processor analyzes your family size, number in college, income, and assets to derive at your Expected Family Contribution Number (EFC) and determine your financial need for a Pell Grant. Student eligibility is based on their EFC and enrollment status. Students with lower EFC have greater financial need, making them eligible for larger Federal Pell Grants. As a students' EFC increases, there is less financial need, and the award amount of the Federal Pell Grant decreases.
- The maximum Pell Grant award for the 2022-2023 award year was \$6,895 (2024-2025 final award amount is still pending) and the corresponding maximum Pell Grant eligible expected family contribution (EFC) is 6206.
- Awards available for qualified part-time and full-time students. Part Time awards are prorated.
- You are not eligible to receive PELL if:
 - If you have a Bachelor's or higher degree.
 - Reached the lifetime eligibility limit - twelve full-time terms of Pell for their entire undergraduate education equally 600% usage.

- EFC is over 6206
- In default on any Federal student loan or owed a refund on a Federal grant or loan.
- Do not meet “satisfactory academic progress” as defined by the school for the second semester disbursement.
- Pell payments are generally made in two disbursements:
 - A fall disbursement and the second disbursement given when a student reaches required clock hours of attendance
 - Year-Round PELL (after 900 hours) may apply to some students (**Full Time Students and 18 Month Students**). A Third disbursement is given only after the required 900 clock hours. “Satisfactory academic progress” as defined by the school must be met.
- Children of Fallen Heroes Scholarship which extends maximum Federal Pell Grant eligibility for certain students who have a Pell Grant-eligible EFC and who had a parent or guardian die while serving as a public safety officer

NY STATE TAP GRANT

- Herkimer BOCES LPN Program does not participant in the New York State TAP Grant.

SCHOLARSHIPS

Scholarships are funds you may receive from outside or third-party sources, including, but not limited to, private scholarships offered to you from your church or community, benefits you have earned, or your parents/spouse have earned through military service (VA Benefits), employer tuition reimbursements or awards and scholarships from your state. Generally, scholarships do not have to be re-paid, however, under certain circumstances they may require you to agree to a period of service after graduation, among other service obligations.

Like most scholarships, it is a good idea to apply as early as possible for the upcoming school year and to include a business-sized, self-addressed, stamped envelope with your request for an application.

<i>PROGRAM</i>	<i>REQUIREMENTS</i>	<i>CONTACT ADDRESS</i>
Herkimer Region College & Career Scholarship Foundation	For Herkimer BOCES LPN adults <i>Deadline May 2024</i>	Herkimer Region College & Career Scholarship Foundation 352 Gros Blvd Herkimer, NY 13350 (315) 867-2023
Nursing Scholarship Clark Foundation Scholarship	Must be graduate/ resident of Cherry Valley, Cooperstown, Edmeston, Laurens, Richfield Springs, Springfield Center, ODY, Mt. Markham, or Worcester	Clark Foundation P.O. Box 427 Cooperstown, NY 13326 (607) 547-9927

George Duffy Foundation

Graduate of Canajoharie,
Fort Plain or St. Johnsville
Due by April please call for firm deadline

George Duffy Foundation
P.O. Box 350
Fort Plain, NY 13339-0350
(518) 993-4391

Eastern Star

Must be member or relative
Nursing Scholarships

Linda Angiolillo
18 Lincoln St.
Granville, NY 12832
(518) 642-9707

Isaac Skottke LPN Scholarship

Must be a Herkimer County,
Resident Part Time Second
Year Student

TBD – New Scholarship
for Spring 2023

Other Financial Resources

- Job Service Division, NYS Dept. of Labor (TRA), (315) 867-1400 <https://labor.ny.gov/career-center-locator/>
- Office of Adult Career & Continuing Education Services (ACCES-VR), Vocational Rehabilitation (formally VESID), within the NYS Education Department, promotes the development of students with disabilities and who need training to meet their employment goals as agreed upon with the rehabilitation counselors for the agency. Funding is provided based on income and severity of need of education. www.acces.nysed.gov/
 - Gloversville (518) 773-2884
 - Madison County: 315-428-3299
 - Oneida County: 315-793-2536 or 1-800-624-6206
 - Otsego (607) 721-8400

**Workforce Investment Opportunity Act (WIOA),
H1B Rural Funding, & Dislocated Worker Program**

- Herkimer County Employment & Training Office, (315) 867-1400
- Fulton-Montgomery County Workforce Development Board (518) 842-3676 or (518) 725-6473/ex 204-Gloversville or Amsterdam (518) 842-3676
- Madison County Working Solutions, located in Wampsville (WIA) (315) 363-2400
- Otsego County PIC (800) 244-5779
- Oneida County Workforce Investment Act (WIA) (315) 798-5908
- Schenectady County Workforce Investment Act (WIA) (518) 344-2762
- Utica: 315-793-2229

EMPLOYER TUITION REIMBURSEMENT

Some employers and unions may provide financial assistance for tuition and educational expenses. For information regarding tuition reimbursement, you will need to contact your individual employer, as tuition reimbursement policies vary dramatically from each employer. The best place to start is the employer's Human Resource Department.

Veterans Administration Education Benefits – www.gibill.va.gov or 1.888.442.4551

- Honorably discharged veterans who served more than 181 days of active service may be eligible for Department of Veterans Affairs Educational benefits. Eligible veterans can be full-time or part-time students can receive up to 36 months of entitlement.
- Dependents of veterans who are deceased or 100% disabled due to military service may be eligible for Department of Veterans Affairs Assistance up to 45 months. Dependent child must be between 18 and 26 years of age.
- You must submit application to the VA for benefits.
- Student must notify financial aid office of approval with a Certificate of Eligibility by the first day of class.

New York State Veterans Benefits and Transition Act of 2018, Section 3679 of Title 38

Any individual (“Covered Individual”) who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill Benefits. Covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to Herkimer BOCES LPN Program:

- a Certificate of Eligibility for entitlement to educational assistance under chapter 31 or 33 by the first day of class; or
- a statement of benefits obtained from the Department of Veterans Affairs’ (VA) website – eBenefits; or
- or a VAF 28-1905 form for chapter 31 authorization purposes AND
- ending on the earlier of the following dates: 1) the date on which payment from VA is made to Herkimer BOCES, 2) 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In accordance with Title 38 US Code 3679 subsection (e), Herkimer BOCES LPN Program adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to Herkimer BOCES is pending from the VA. Herkimer BOCES LPN Program will not:

- Prevent nor delay the student’s enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in Herkimer BOCES other institutional policies.

Direct Federal Student Loan

- A Direct Loan is federally funded.
- To be eligible for Direct Loan, students must complete a FAFSA online at StudentAid.gov
- They have low fixed interest rate and repayment begins six months after the student graduates, or drops the program or falls below part time enrollment.
- The current fixed rate on or after July 1, 2022 and before July 1, 2023 is 4.99% with an origination fee of approximately 1.057% that will be deducted from each at the time of disbursement.
- Herkimer BOCES LPN Program Median Loan Debt of Completers =: \$9,500.00
- The limits are annual and aggregate
- **If you borrow a loan in 2024-2025, you will be required to complete Entrance Counseling online, and an electronic Master Promissory Note (e-MPN) before loan disbursement can be credited to the student's account. Use Undergraduate Student.**

The Annual Student Loan Acknowledgment continues to be available on StudentAid.gov; however, completion of the Annual Student Loan Acknowledgment prior to disbursement will not be required. These sessions will provide information on the rights and responsibilities of taking out a loan and sample monthly repayment schedules.

1. Entrance Counseling can be located at:
<https://studentaid.gov/app/counselingInstructions.action?counselingType=entrance> The Federal Government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming.
 2. Master Promissory Note can be located at:
<https://studentaid.gov/mpn/subunsub/landing> MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s).
 3. Annual Student Loan Acknowledgment is located at
<https://studentaid.gov/asla/> This is not required for the academic year 2024-2025. This may help you understand how your loans affect your financial future.
- Before a student leaves school, an exit loan counseling is mandatory. Exit counseling can be found at
<https://studentaid.gov/app/counselingInstructions.action?counselingType=exit>. This session will provide information pertaining to repayment options, loan forgiveness, and cancellation.

SUBSIDIZED LOANS

In order to be eligible for the subsidized loan the student must show financial need. The Federal Government, U.S Department of Education, pays the interest that accrues on the subsidized loans while the borrower is enrolled in school and during their grace period. Detailed information on all Direct Loans may be found at <https://studentaid.gov/understand-aid/types/loans> You must repay your loan, so be sure you understand your options and responsibilities.

UNSUBSIDIZED LOANS

The unsubsidized Direct Loan is for students who are not eligible to borrow some or the entire subsidized federal loan as determined by their financial need. The difference is that the student, rather than the Federal Government, is responsible for the interest payments while in school. The student has the option to pay the interest while attending school, or to capitalize the interest and add it to the loan balance and defer payment on the combined amount until after graduation. Detailed information on all Direct Loans may be found at <https://studentaid.gov/understand-aid/types/loans> You must repay your loan, so be sure you understand your options and responsibilities.

MANAGE YOUR LOANS

Navigate the student loan repayment process: from making payments, changing repayment plans, and explore options at <https://studentaid.gov/h/manage-loans> or contact your Direct Loan Servicer. Once in repayment, there are several repayment plan options, deferment and forgiveness options available to students.

CORONAVIRUS AND FORBEARANCE INFORMATION

Go to <https://studentaid.gov/announcements-events/coronavirus> for the most up-to-date Coronavirus and forbearance information for students, borrowers, or parents.

PARENT PLUS LOAN

For students that are under the age of 24, not married and do not have children, their parents can finance their dependent child's education through the federally funded Parent Loan for Undergraduate Students (PLUS) program. A Direct PLUS Loan is commonly referred to as a parent PLUS loan when made to a parent. The lender is the U.S. Department of Education. The interest rate on or after July 1, 2022 and before July 1, 2023 is fixed at 7.54% for Federal Parent PLUS loans. An approximate 4.228% in origination fees may be deducted from each disbursement. Repayment begins 60 days after the first disbursement for the academic year, or may be deferred until 6 months after the students leaves school or drops below half-time. Deferred payment arrangements can be made by contacting the loan servicer. Accruing interest can either be paid by the parent borrower monthly or quarterly, or be capitalized quarterly. To qualify for a PLUS loan, a parent's credit history will be reviewed. The parent must complete:

- a PLUS Loan Application,
- Pass a credit check.
 - If you have placed a security freeze on your credit file, you must remove the freeze at each credit bureau before you continue. Your application will not be processed if you have a security freeze on your credit file.
 - To qualify for a Direct PLUS Loan, you must not have an adverse credit history.
- Complete an electronic Master Promissory Note (MPN) online at: <https://studentaid.gov/mpn/parentplus/landing> before they can be disbursed to the student's billing account. The Direct PLUS Loan MPN explains all of the terms and conditions of Direct PLUS Loans. It is a binding agreement to repay all Direct Plus Loans you receive.

Maximum eligibility along with other sources of aid may not exceed the Cost of Attendance and will be determined by the Financial Aid Office. If a PLUS Loan is denied, the parent has the option of applying with an endorser (a credit worthy co-signer)

or the financial aid office may provide the student with additional unsubsidized Stafford Loan eligibility.

More Information is available at <https://studentaid.gov/understand-aid/types/loans/plus>.

PRIVATE STUDENT LOANS

For students who may not qualify for Federal Financial Aid, they can apply for a private student loan. Herkimer BOCES LPN Program does not have a recommended list of private student loan vendors. If applying for a private loan, the student would need to pass a credit check and an endorser may be required. Private loans do not withhold an origination fee and disbursements would follow the same schedule as federal loans. Watch rates, they may not be fixed rates that could change over time.

Tuition Payment Schedule

Fall Semester	½ the full tuition is due.
Spring Semester	Remaining ½ the tuition is due.
	If graduating in June: graduation fee + State Boards

Self-pay and students without enough financial aid to cover tuition and fees will have to pay balance of the semester in full the first week of that semester.

Payment Options:

- Checks payable to: Herkimer BOCES.
- Herkimer BOCES LPN Program also accepts cash, credit cards and debit card.
- **Notice of Credit Card Service Fee**
 - For all credit card transactions, **our credit card processing company charges a Service Fee of 2.50% of the payment amount. This fee is added to the amount charged to your card at the time of payment to Herkimer BOCES.** Payments may continue to be made by cash or check without imposition of a service fee. Herkimer BOCES does not receive any portion of this company.

Disbursing of Title IV Financial Aid

Since the disbursing of financial aid takes time, students should plan on having enough money to cover incidental costs (i.e., books and uniform) for at least 6-8 weeks from the beginning of school.

For a Title IV disbursement, an academic year is based on 900 clock hours in 29 weeks of study. Our Full-Time student's academic year equals 1180 clock hours in 39 weeks of study. Title IV loans and PELL grants will be prorated for students in the part time program. Herkimer BOCES LPN Part Time students in their first year = 450 clock hours and Part Time students in their second year = 730 clock hours.

All financial aid received on your behalf will be credited to your account in the order in which it is received by the institution. Two or more Title IV disbursements will be credited to students' accounts during one academic year.

NO Title IV financial aid can be distributed unless the student is making satisfactory academic progress in the second semester.

Bottom line, you must attend classes and you must keep your grades up.

In order to retain your eligibility to receive federal grants and loans, students must maintain both good academic standing and progress toward their certificate. Failure to do so may result in the loss of federal financial aid. The student must not owe any refunds on Pell Grants, or other awards made, or be in default on repayment of any Federal student loan. Before receiving any financial aid funds in the form of a check, the students must be verified as attending in classes.

Financial Obligations

All financial obligations to Herkimer BOCES LPN Program must be met before the end of term. If a student does not meet those obligations, the following consequences may occur:

- Student may not be certified to take the State Boards.
- Student may not be given graduation diploma or attend graduation ceremony.
- Transcripts may be placed on hold until financial obligations are cleared.
- If a student completes their first year Part Time program, they may not continue to the second year Part Time program until all outstanding balances are paid.

Student loans must be repaid even if the student does not finish school

Financial Aid Websites

www.finaid.org

www.studentaid.gov

Verification Policies

Your financial aid application may be selected for review in a process called verification. This is a routine review.

- If you are chosen for verification, you must return the required forms to the financial aid office by June 20, 2024 for Full Time students and August 19, 2024 for Part Time Students.
- In most cases, documents that are required for verification are: **Income Tax Transcripts, W-2's, and a Verification Worksheet.** Other information may be needed such as high school or GED transcripts, child support or SNAP benefits information, etc.
- Failure to provide the required documentation will result in forfeiture or delay of your financial aid. **Verification is mandatory.** No adjustments to your financial aid package can be made until verification is complete
- The school will review all verifications upon receipt. Any changes in your financial aid award will be sent in the US mail as soon as they are determined.
- If corrections are required on your FAFSA, you must follow through with the changes and resubmit your application for reprocessing in order to receive a PELL Grant or Federal Student Loan. The financial aid office may assist you with your corrections and may request documentation to facilitate the changes.
- Any overpayments of financial aid will be reported and returned to the Department of Education and you will be personally responsible for any charges incurred at this school.
- Cases involving fraud will be reported to the Office of Inspector General.

Professional Judgment Policy

The Financial Aid Counselor has authority to grant a professional judgment on a case-by-case basis. The counselor will review unique circumstances affecting individual students. It is a decision process to alter the Expected Family Contribution or Cost of Attendance when special circumstances impact a family's ability to contribute to the student's education.

- A Special Consideration Request Form is available in the Financial Aid Office. All requests must be supported with documentation of circumstances. Changes in circumstances may include coronavirus – 19 impact, unemployment, disability, separation/divorce, death, or unusual high debt.
- ***If student has been selected for verification, no adjustments can be made until verification is complete.***

Resolving Unusual Enrollment History

Your Student Aid Report may be flagged for enrollment history. The school will review enrollment and financial records for the past 3 years (not including present academic year). The school may request transcripts from prior attended schools, where student earned Title IV aid, to determine if academic credit was achieved.

- If unusual enrollment history is determined, student loses Title IV funds.
- An appeal maybe made by contacting the Financial Aid Office.
- Student must make academic credit to regain eligibility for Title IV aid.

Herkimer BOCES LPN Program Refund Policy

Prior to withdrawal, the student must meet with the LPN Coordinator. Tuition refunds are based on fair and equitable distribution policies.

Tuition refunds are calculated on school refund policy. Refunds are calculated by payment periods.

% Completed	% Tuition Due
0-5%	10%
6-10%	25%
11-15%	50%
16-25%	75%
Over 25%	100%

Treatment of Title IV Aid When a Student Withdraws Sample Summary of the Requirements of 34 CFR 668.22

The law specifies how your school must determine the amount of Title IV program that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Loan, and PLUS Loans.

When you withdraw during your payment period (your school can define this for you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds **must be returned** by the school and/or by you.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed **more than 60%** of the payment period, you earn all federal aid that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post- withdrawal disbursement (including loan funds, if you accept them) for tuition, fees, and room and board charges. For all other school charges, the school needs your permission to use the post withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds; however, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

Your school must also get your permission before it can disburse directly to you any Title IV grant funds that are part of a post-withdrawal disbursement.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive

(or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Additional information is available at www.studentaid.gov.

Sample Return of Title IV Funding Calculations

Number of clock hours scheduled to complete in the payment period $\div$ total number of clock hours actually completed in the payment period = \$ aid earned. Withdrawal date information is provided by the Registrar. The Bursar will receive information about the student withdraw date and return of Title IV funding.

Pace of the Program

Full and Part Time Programs:

Normal time to complete the program

Full time: 12 months

Part time: 20 months

Program must be completed within 150% the program length. Federal subsidized loans are eliminated after 150%.

Full time: 18 months

Part time: 30 months

Satisfactory Academic Progress Policy (S.A.P.)

A student must receive a grade of 75% or better in each unit of study and a passing clinical grade on each clinical evaluation to maintain satisfactory academic progress and each student must be in compliance of the attendance policy.

Federal regulation mandates that a recipient of Federal Title IV aid (PELL Grant & Direct Student Loans) make satisfactory progress towards the completion of their degree to maintain eligibility for funding. Progress must be reviewed, on a cumulative basis, after each payment period. This is the point when the student's scheduled clock hours for the payment period have elapsed, regardless of whether the student attended them.

S.A.P. will be determined by your grade point average and attendance. Students who have achieved a passing grade point average and have not missed more than 5% of clock hours will be meeting S.A.P.

Family Education Rights & Privacy Act (FERPA) Student Academic and Financial Aid Records

All student **financial aid and academic records** will remain confidential.

- If a student is attending a postsecondary institution - **at any age** - the rights under FERPA have transferred to the student.
- A student may request access to their records. A written request is to be presented to the Nursing Coordinator. A time will be set to preview these records. Students have the right to request an amendment to his/her records. A written record of requests will be kept.
- Students have the right to request a hearing (if the request for an amendment is denied) to challenge the contents of his/her education records on the grounds that the records are inaccurate, misleading or violate the rights of the student. A written record of academic conference will be kept. These conferences will not be incorporated into the student's permanent record. Personal conferences will not be recorded.
- All students have the right to consent or not consent to disclosures of personally identifiable information. All students have the right to file a complaint with the US Dept. of Education concerning the school's failure to comply with FERPA.

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202-8520

Voter Registration Forms

Voter Registration information and applications are available in the Financial Aid Office

GENERAL COMMITMENTS

Herkimer BOCES Policy Manual:

To view the Herkimer BOCES Board of Education Policy Manual, click on the following link: <http://web2.moboces.org/districtpolicies/?public=herkimerboces>

0020 TOBACCO, NICOTINE AND E-CIGARETTE USE PROHIBITED

I. Statement of Policy

A. Purposes

The purposes of this Policy are to avoid the use on BOCES property and at BOCES events, of tobacco, nicotine, and e-cigarettes, which the Herkimer -Fulton-Hamilton-Otsego Board of Cooperative Educational Services deems unhealthy; encourage students and staff to avoid the consumption or use of tobacco products, nicotine, and e-cigarettes; and to prevent persons present on BOCES property or at BOCES events from being exposed to second-hand tobacco smoke, nicotine, or electronically-ignited vapors. This Policy is one component of the BOCES' wellness program, drug prevention program, and commitment to provide a healthy learning and working environment.

B. Prohibited Conduct

1. The possession, use, sale, or consumption of any form of tobacco, any substance containing nicotine (except prescribed medications), any e-cigarette or oil or vaping product intended for use in an e-cigarette, and any associated paraphernalia is prohibited.
2. This prohibition applies to everybody – students, staff, parents, vendors and contractors, and all visitors to our BOCES.
3. This prohibition applies to anyone who is on BOCES property, including school buses and other vehicles being used to transport students for BOCES purposes and to anyone attending a BOCES sponsored event, including events located off BOCES property.
4. Public Health Law Section 1399-o prohibits all smoking within 100 feet of the entrances, exits or outdoor areas of the BOCES buildings, except in a residence or within the real property boundary line of a residence.
5. This prohibition applies at all times, whether BOCES is in session or not.

C. Proactive BOCES Practices

1. Smoking, tobacco and nicotine use prevention will be appropriately integrated into curriculum, and appropriate instructional staff will receive training in smoking, tobacco and nicotine use prevention education.
2. Smoking, tobacco and nicotine cessation information will be available to staff, students, parents and visitors.
3. There shall be no advertising of tobacco on BOCES property or at BOCES functions. The BOCES will request tobacco-free versions of all publications in school libraries.
4. The BOCES will not accept gifts or funds from the tobacco, nicotine, or e-cigarette industries.

II. Public Notice of Policy

- A. “No Smoking/Tobacco Use” signs shall be prominently and conspicuously posted in strategic locations on BOCES Property and in BOCES vehicles in accordance with NYS Law.
- B. Notices shall be posted at building entrances or driveways leading to BOCES property notifying the public that BOCES grounds are “tobacco free.”
- C. Staff, students and visitors will be notified of this policy through presentations, student handbooks, newsletters, Code of Conduct summaries, and announcements at meetings, events and functions.
- D. Outside groups who use BOCES facilities will be notified of this Policy on the Building Use Request Policy and Form.

III. Definitions for Purposes of this Policy and the Code of Conduct

- A. “Tobacco” means any lit or unlit cigarette, cigar, cigarillo, pipe, bidi, clove, cigarette, and/or any other smoking product, including tobacco in any form (loose, smokeless, dip, chew or snuff).
- B. “BOCES property” and “school property” means any building, vehicle, or structure owned or leased by the BOCES, and the surrounding outdoor grounds contained within the legally defined property boundaries of the BOCES’ properties as registered in the county clerk’s office. This includes the entrances and exits of BOCES buildings and structures.
- C. “Advertising” means brand names or logos and publications on any clothing, shoes, accessories, gear, supplies or publications provided by tobacco or e-cigarette companies (including prevention/educational materials).
- D. “Associated paraphernalia” is defined as lighters, matches, rolling papers, vaporizers, oils and other solutions intended for vaporizing, etc.
- E. “Smoking” is defined as the burning or vaporizing of tobacco or compounds or solutions containing nicotine.
- F. “Electronic cigarette” or “e-cigarette” means an electronic device that delivers vapor which is inhaled by an individual user, and shall include any refill, cartridge and any other component of such a device.

V. Consequences for Violation of Policy

A. Violations by Students

Students who engage in conduct prohibited by this Policy will be referred for disciplinary consequences in accordance with the BOCES’ Code of Conduct.

B. Violations by Employees

Employees who engage in conduct prohibited by this Policy will be considered for corrective or disciplinary action in accordance with the Code of Conduct, applicable collective bargaining agreements, and BOCES policy and practice.

C. Violations by Other Persons

Members of the public, including parents, employees of vendors and contractors, and other visitors, who engage in conduct that violates this Policy will first be asked to discontinue the offending conduct and advised of this Policy. Continued or repeat violation of the Policy may result in an individual being prohibited from further entry onto BOCES property, at the discretion of the District Superintendent.

Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services
Cross Ref: Community Use of School Facilities and Code of Conduct Legal Ref:
NYS Education Law §409; NYS Public Health Law Article 13-E and Article 13-F;
20 USC §§7181-7184 and 7971-7974 Adopted: 06/19/02 Revised: 05/8/03,
06/21/12, 06/19/14, 11/08/17, 10/10/19

7203 STUDENT ALCOHOL AND DRUG ABUSE

I. *Statement of Policy*

The Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services recognizes that the misuse of alcohol, drugs, tobacco and other illegal substances is a serious problem with legal, physical, emotional and social implications for students as well as the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, e-cigarettes, inhalants, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any BOCES-sponsored event or on BOCES property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering BOCES grounds or BOCES-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

II. *Primary Prevention*

A certifiable comprehensive program preventing or delaying alcohol, inhalants, tobacco, drugs, and other substance use/abuse by students shall be the major focus of a comprehensive K-12 program in which proactive measures of prevention and early intervention are emphasized.

This program shall include:

A. A sequential K-12 curriculum that will be developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol, tobacco, prescription medication, drugs, and other substances uses/abuse;

B. Training BOCES personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.

C. An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/tobacco/alcohol/inhalant-free special events, service projects and extracurricular activities that will develop a positive peer influence.

D. Providing materials that are age appropriate and include information or resources for parents/guardians to identify the warning signs and address the risks of substance abuse to include misuse and abuse of alcohol, tobacco, inhalants, prescription medication, drugs and other substances uses/abuse.

III. Intervention

BOCES-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse.

Intervention programming shall include:

A. The District Superintendent designates: Adam Hutchinson Central Administration, 420 E. German St. Herkimer 315-867-2028 ahutchinson@herkimer-boces.org to provide materials/and or resources upon request to any student, parent, or staff regarding where and how to find available substance use related services.

B. Counseling of students in groups and as individuals on alcohol, tobacco, drugs, inhalants, and other substance use/abuse. Counselors shall be appropriately trained and skilled BOCES staff assigned for this purpose.

C. Referring students to community or other outside agencies when their use/abuse of alcohol, tobacco, drugs, inhalants and other substances requires additional counseling or treatment. Referral is a key link in BOCES and community efforts and the process is basic to the dissemination of information regarding available counseling and health services.

D. Providing a supportive BOCES environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol, tobacco, drugs, inhalants and other substance use/abuse.

E. Developing a parent/guardian network to serve as a support group and provide a vehicle of communication for parent/guardian education.

F. Ensuring confidentiality and may not be used in a BOCES disciplinary procedure as required by state and federal law

IV. Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the BOCES's Code of Conduct.

V. Staff Development

There shall be ongoing training of BOCES staff about the components of an effective alcohol, tobacco, inhalants, drug, and other substances program. Training shall include, but not be limited to, BOCES policies and regulations and the staff's role in implementing such policies, and regulations. Teachers shall be trained to implement the BOCES's K-12 alcohol, tobacco, drugs, inhalants, and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

VI. Implementation, Dissemination and Monitoring

A. It shall be the responsibility of the District Superintendent to implement the alcohol, tobacco, drugs, inhalants, and other substances Board policy by collaboration with BOCES personnel, students, parents/guardians and the community at large.

B. Additionally, copies of Board policy shall be disseminated to BOCES students, staff, parents/guardians and community members. The District Superintendent shall periodically review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Herkimer-Fulton-Hamilton-Otsego Board of Cooperative Educational Services
Legal Ref: NYS Education Law §§804, 2801, 3028-a, 3038; 8 NYCRR 100.2, 135.3; NYS Civil Practice Law and Rules §458; NYS Mental health Hygiene Law §19.07 Cross Ref: Code of Conduct, Tobacco, Nicotine and E-Cigarette Use Prohibited Adopted: 06/19/02 Revised; 05/12/05, 06/21/12, 10/10/19

Student Assistance Program

The Herkimer BOCES Employee Assistance Program (EAP) is also available to our adult LPN students and their family.

- Herkimer Resource Directions EAP Program is available in three available locations; Herkimer, New Hartford and Rome, NY #315-525-1370 or 315-790-0523
- Herkimer Resource Directions provides confidential EAP enhanced service 24 hours a day. Free of charge to you and your family, no copay is required.

Student Right-To-Know and Campus Security Procedures For Herkimer BOCES Adult Students

These procedures comply with Public Law 101-542, the Student Right-to-Know and Campus Security Act; Public Law 102-26, the Higher Education Technical Amendments of 1991; Public Law 102-325, Higher Education Amendments of 1992, and Public Law 103-208, the Higher Education Technical Amendments of 1993.

**Herkimer Board of Cooperative Educational Services
Division of Vocational, Technical and Continuing Education
352 Gros Boulevard, Herkimer, New York 13350
(315) 867-2000**

The Student Right-To-Know Act

Section 102 of Title I of the Act requires institutions to produce and make readily available to current students, and to each prospective student enrolling or entering into any financial obligation, the completion or graduation rate of certificate or degree-seeking, full-time undergraduate students entering that institution.

On Time Completion Rates

These can be viewed online at www.onetonline.org SOC Code: 29-2061.00

Updated data is pending as of the printing of this handbook

Full Time LPN Classes

School Year	Enrolled Full Time	Graduated Full Time	Graduated Rate
2018-2019	13	10	77%
2019-2020	16	11	69%
2020-2021	19	13	68%
2021-2022	18	13	72%

Part Time LPN Classes

School Year	Enrolled Part Time Second Year	Graduated Part Time Second Year	Graduated Rate
2018-2019	40	28	70%
2019-2020	31	22	71%
2020-2021	26	23	88%
2021-2022	23	17	74%

New York State Boards Passing Rate for FT & Part Time LPN Graduates

Year	Initial Passing Rate	Additional Retest Rate
2021	62%	71%
2022	87%	98%
2023	81%	94%

The Crime Awareness and Campus Security Act

Title II of the Act requires an institution prepare, publish and distribute certain information to all current students and employees, and to any applicant for enrollment or employment, upon request.

Policies and Procedures

Policy 5020, the Maintenance of Public Order on School Property, and its accompanying Procedure 5020.1, provide for students and others to report criminal actions or other emergencies occurring on campus, as well as the institution's response to such report. Policy 5025, Safety and Security Policy, provides for issues of security and access to campus facilities, and security considerations used for the maintenance of campus facilities.

Policy 7046, Schools and the Police, provides for campus law enforcement, including the working relationship with police agencies, and reporting procedures. There are no known Off-Campus Student Organizations whose participants are students of this institution.

Criminal Offense Statistics on Campus

Updated data is pending as of the printing of this handbook

Offense				
	8/18 – 6/19	8/19 – 6/20	8/20 – 6/21	8/21 – 6/22
Murder	0	0	0	0
Rape	0	0	0	0
Robbery - Personal	0	0	0	0
Aggravated Assault	0	0	0	0
Burglar	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possession	0	0	0	0
Attempted Sexual Assault	0	0	0	0
Verbal Harassment/Threats	0	0	0	0
Vandalism	0	0	0	0

Campus Is Drug Free, Alcohol Free, And Smoke Free

This institution is governed by Policy 0016, Drug Abuse Policy; Policy 7020, School Conduct and Discipline; Policy 6025, the BOCES as a Drug Free Workplace; and Policy 6026, Smoking Policy.

Students are forbidden to use, possess, sell, or distribute alcohol, tobacco, e-cigarettes, inhalants, vaping, marijuana, cocaine, and other drugs. Policies provide for prevention and intervention activities as well as specific sanctions to be imposed on students who violate these standards.

Students convicted for the possession or sale of illegal drugs while receiving Title IV funds may lose their eligibility.

Substance abuse issues will be covered as part of the LPN curriculum.

Adult students with drug and alcohol abuse issues can contact the Nursing Coordinator at **315-895-2210**; or **Mohawk Valley Council on Alcoholism/Addictions, Inc.** at **315-733-1709**.

Campus Is Gun/Weapon Free

No person shall possess on school premises any weapon, incendiary materials or firearms. Any such items will be confiscated and turned over to the police. The person in possession of such items will be prosecuted to the fullest extent of the law, and will be subject to at least a one-year suspension from school.

Emergency Procedures and Student Notification

To report an emergency during regular school hours: See instructor

To report an emergency at other times:

New York State Police	315-866-7111
Ilion Police.....	315-894-9911
Emergency Response.....	911

All emergency procedures are out lined in the Building Level Emergency Response Guide. This is kept on file in each building's administrative office. It is available for general student review upon request. Information is also posted near the exit of classroom doors.

Students will be notified of emergency situations via pre-established e-mail loops whenever direct instructor notification is not possible. The notifications will be initiated thru the LPN Coordinators office under the direction of the Adult Education Administrator. This includes but is not limited to weather emergencies and any situation covered by the

Emergency Response Guide that requires student notification. Notification will include a limited description of the situation at hand and appropriate actions to be taken by the adult student.

Emergency drills such as fire, lock downs and weather will be held periodically, without notice, in accordance with the requirements of state law. Specific instructions will be given to students at the beginning of the school year. Students are expected and required to comply with the directions for safe, prompt and orderly execution of any drills.

Notice of Non-Discrimination

The Herkimer-Fulton-Hamilton-Otsego BOCES does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding the Herkimer BOCES non-discrimination policies should be directed to jrpicolla@herkimer-boces.org

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